



August 22, 2017

To: All Bidders

Subject: **ADDENDUM NO.1** CIVIC CENTER CONSTRUCTION PROJECT
OWNER'S REPRESENTATIVE SERVICES RFP

Mayor
Scott Voigts

Mayor Pro Tem
Leah Basile

Council Members
Dr. Jim Gardner
Andrew Hamilton
Dwight Robinson

City Manager
Debra DeBruhl Rose

This Addendum forms a part of the documents for the above identified project and modifies the original information, as noted below. Portions of the document not specifically mentioned in the Addendum remain in force. All proposing firms shall be fully advised of these changes, deletions, and additions.

The changes made under this Addendum for the Civic Center Construction Project Owner's Representative Services RFP are as follows:

1. Additional information required for Section 4. **DATA TO BE SUBMITTED WITH PROJECT PROPOSALS:**
 - a. New Section - **I. ACKNOWLEDGEMENT OF MANDATORY ELEMENTS** Provide a response statement for each of the Mandatory Elements outlined in Appendix D – Section C.1. Mandatory Elements
 - b. New Section - **J. RFP AND AGREEMENT EXCEPTIONS** Provide a response statement of exceptions to the RFP and/or City's Agreement (Appendix A). If there are no exceptions, provide a statement affirming "No exceptions."
2. Revised Section 6. **COST PROPOSALS** – All proposers must submit an electronic copy of the cost proposal in MS Word or Excel in addition to a paper copy.



3. The following are responses to contractor questions provided during the Mandatory Pre-proposal Conference on August 22, 2017:

Q1. Please provide a copy of the Pre-proposal Conference attendance sign-in sheet

Pre-proposal Conference sign-in sheet has been posted to the City's website for this RFP: <http://ca-lakeforest.civicplus.com/bids.aspx?bidID=124>

Q2. Will the Civic Center construction be bid out as four separate buildings?

The construction of the Civic Center campus will be bid from one set of construction bid documents and will be bid as a multi-prime project with an estimated 20+ contracts.

Q3. What professional licenses are required?

No specific licenses are required and the City of Lake Forest does not have a business license requirement. However, professional licenses related to the expertise required as part of the requested services will be considered.

Q4. Please clarify the requirements for references to related project experiences:

As stated in section G.1., list similar services performed as a consultant for all similar organizations/ entities in the last five year and when performed. Also, show names of the organizations, and names and telephone numbers of person(s) who can be contacted with regard to the services you have provided.

Q5. What information is and is not included in the 15 page proposal response limit?

The following are considered to be part of the 15 page response limit: *Letter of Transmittal, Company History, Partnerships, Related Project Work and Experiences, Company and Other Personnel, Table of Contents, Staff and Personnel Resumes, Allocation of Resources, Scope of Work, References, and any other information that may be viewed as similar to those items referenced above.*

The following are mandatory items *not* considered to be included as part of the 15 page response limit: *Title Page, Cost Proposal, Agreement for Consultant Services Exceptions (Appendix A), Summary Sheet (Appendix B), Certifications of Proposals (Appendix C), Acknowledgement of Addendum (Last page of each Addendum)*

Q6. Is there a construction project schedule for the Civic Center Campus that has a detailed breakdown of the duration to construct each building?

Currently, there is only an overall estimated duration to construct all of the Civic Center Campus buildings. The sequence of construction for the buildings will go in the following order: Parking Deck, Administration/ City Hall, Performing Arts/ Council Chamber, Community Center/ Conference Center, and Senior Center.

Q7. Should a constructability review be included in the scope of work response?

The City is seeking the expertise of the proposing firms to provide direction of the need to perform additional constructability reviews and other activities as part of the Owner's Representative Services scope of work.

Q8. Should the work be performed by a single point of contact or project team?

We are seeking an individual or small project team – “not a lot of people” – to work with the Civic Center team. The role of the selected firm will be a complementary role to the current Civic Center team members.

Q9. Are there any construction documents available?

The Civic Center 100% Design Development plans and Rough Grading Bid documents are available and will be posted to the City's website for this RFP: <http://ca-lakeforest.civicplus.com/bids.aspx?bidID=124>

Q10. Are the Civic Center's Construction Manager and Architect's contract available?

The Civic Center's Construction Management firm and Architecture/ Design firm scope of work are available and will be posted to the City's website for this RFP: <http://ca-lakeforest.civicplus.com/bids.aspx?bidID=124>

Q11. Does the City currently have firms that provide geotechnical inspections for the project?

Yes, GMU Geotechnical provides soils/ geotechnical inspection services.

Q12. Is the City seeking a FTE resource or On-call resources?

The City is seeking the expertise of the proposing firms to provide direction on resource allocation and support processes to perform the Owner's Representative Services scope of work.

Q13. Will a workspace be provided for the selected firm at the City Hall or construction site?

The selected firm will be provided a workspace at the current City of Lake Forest City Hall at 25550 Commercentre Drive, Lake Forest, CA 92630.

Q14. Does the Civic Center campus have elevators?

Yes. There are two elevators planned at the Civic Center - 1) is an elevator at the Parking Deck structure for the main level and ground level and 2) an elevator at the Administration/ City Hall for the 1st floor and 2nd floor.

END OF ADDENDUM NO. 1

Proposing firms must acknowledge receiving Addendum No. 1, and must include this signed acknowledgement with the proposal, submitted to the Office of the City Clerk at 4:00PM on Monday, September 11, 2017. Proposals not containing acknowledgement of Addendum No. 1 may be deemed non-responsive and rejected.

If you have additional questions regarding Addendum No. 1, please contact Glenn Park at (949) 461-3432 or via email at gpark@lakeforestca.gov.

City of Lake Forest



Thomas E. Wheeler, P.E.
Director of Public Works/ City Engineer

Addendum No. 1 was received on (Date): _____

Signed: _____
Company Representative

Print Name: _____
Company Representative

Company Name